

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

July 1, 2003

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FROM: **RAYMOND B. WINGERD**, Chief Probation Officer
 Probation Department

SUBJECT: AGREEMENT WITH ANGELICA TEXTILE SERVICES

RECOMMENDATION: Approve Agreement with Angelica Textile Services for the provision of laundry services to the Probation Department for the period July 1, 2003 through June 30, 2006 in an aggregate amount not-to-exceed \$200,000.

BACKGROUND INFORMATION: Since November 1993, the Probation Department has used the services of Angelica Textile Services (Angelica) for providing laundry services at its Central Valley Juvenile Detention and Assessment Center through the use of annual purchase orders.

In October 2002, another purchase order was issued to allow time for Probation to initiate a Request for Proposals (RFP) to obtain new bids for a laundry services contract. In the interim, Probation learned that Arrowhead Regional Medical Center (ARMC) had an RFP in process for these same services and was able to join that effort to save time and cost. The Board of Supervisors approved the release of that RFP on March 4, 2003.

The RFP proceeded as scheduled through the vendor selection process in April 2003. Three vendors attended the mandatory pre-proposal conference and two submitted actual bids. As a result of the RFP, ARMC received proposals from Angelica and Bellwood Linen and Laundry Services (Bellwood).

A multidisciplinary team of ARMC staff, as well as representatives from Probation and County Purchasing, were selected to conduct the initial review of the RFPs. The criteria used were not only the cost of the services, but also the proposers' ability to provide the required quantities of linen and laundry services to ARMC and Probation in a timely and efficient manner.

In thoroughly reviewing all the proposals presented, the review panel found that Angelica was best suited to provide the necessary linen rental and laundry services to ARMC and Probation. Angelica met all of the RFP requirements, is able to offer ARMC and Probation a competitive fee schedule, and the necessary services as required by a linen supply and laundry service vendor. Bellwood was unable to meet all of the RFP requirements. Specifically, this firm could not meet the working capital requirement as specified in the RFP.

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As ARMC and Probation were negotiating service rates with Angelica, both departments determined it would be too difficult to merge the agreements since ARMC rents its linens and the Probation Department owns much of its linens. As a result, on June 3, 2003, the Board of Supervisors approved a separate three-year service agreement between Angelica and ARMC, wherein ARMC is receiving full service rental laundry service from Angelica at a rate of \$.4669 per pound.

The Probation Department is currently receiving laundry services of County Owned Goods (COG) from Angelica at a rate of \$.3311 per pound. Angelica has been augmenting worn or damaged goods with their own product to maintain appropriate service levels at their cost. The Probation Department is developing evaluation criteria to determine the best method available to deliver this service to the juvenile detention centers. The evaluation is expected to be completed by June 2004. At that time, the decision will be made to return to all COG with basic laundry service or to move to full service rental linen as ARMC has done. For this reason, the Probation Department has modified the original contract language prepared by ARMC to include language allowing the Department to evaluate service delivery to other juvenile detention facilities.

This agenda item recommends approval of a new service agreement between Angelica and the Probation Department to provide laundry services to the Central Valley Juvenile Detention and Assessment Center at the existing rate of \$.3311 per pound, with the option to further study future service delivery by June 30, 2004. Angelica's rate shall be equal to or less than the prevailing rate for ARMC.

REVIEW BY OTHERS: This item has been reviewed by Purchasing (Terri Martinez, Contracts Administrator) on June 12, 2003; County Counsel (Dawn Stafford, Deputy County Counsel) on June 12, 2003; and the County Administrative Office (Vicki Kratzke, Administrative Analyst) on June 17, 2003.

FINANCIAL IMPACT: This Agreement is for an amount not-to-exceed \$200,000 in the aggregate, or approximately \$66,666 per year. This amount is included in the Department's proposed budget for FY 2003/04 and will be included in the Department's budgets for FYs 2004/05 and 2005/06.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and recommends this action, as these services are necessary for the health of the Central Valley Juvenile Detention and Assessment Center staff and detained population.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Gary Paytas, Deputy Chief Probation Officer (909) 387-5854

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